

Long Reach High School BOOSTER'S CLUB BY-LAWS

ARTICLE 1: NAME AND OBJECTIVES

Section 1 – NAME: The name of the organization is Long Reach High School Boosters Club (also referred to as LRHS Boosters).

Section 2 – GENERAL OBJECTIVE: The Long Reach High Boosters Club is a 501c3 non-profit organization. We are an organized group of parent volunteers that promote school spirit and pride by supplementing funding of LRHS extra-curricular activities through partnerships with the school administration, club sponsor, coaches, student support groups and local businesses.

Section 3 – SPECIFIC OBJECTIVES: The purposes of the club shall be:

- a) To develop student and community interest in all Long Reach High School's scholastic sports activities and extracurricular school sponsored activities.
- b) To promote interest and attendance at all of LRHS events and competitions.
- c) To conceive, create and develop ideas, projects and other assistance to further the athletic program and to improve the athletic facilities at LRHS.
- d) To be organized and operated exclusively for the charitable and educational purposes related to LRHS students participating in LRHS student sponsored activities.
- e) To help maintain and improve communications and cooperation between and among parents, coaches, teachers, students, student athletes, athletic director, administrators, and the School Board for the advancement and improvement of the interscholastic athletic programs and clubs.
- f) To raise funds to be utilized for supporting student extra-curricular and school sponsored programs and facilities.

ARTICLE 2: MEMBERSHIP

Section 1 – GENERAL:

- a) Any parent, staff member, student, and member of the community who desires to support LRHS Boosters
- b) Annual membership dues are to be paid at the time of joining.
- c) Dues to be agreed upon by a majority vote.

ARTICLE 3: MEETINGS

Section 1 – Board The President may call special meetings.

- b) A majority of the board shall constitute a quorum.
- c) Any member may present anything to the Executive Committee by making it known to any officer in person or in writing.
- d) Board members can miss no more than three (3) meetings in the term they are serving.
- e) Meetings will be held once a month and the date will take into account the concessions schedule for that season. Meeting date will be set seasonally during the school year.

ARTICLE 4: OFFICERS, DIRECTORS, AND ELECTIONS

Section 1 – GENERAL TERMS: The Executive officers of the Club shall be the President, Vice President, Treasurer and Secretary. There may be such other board members as the Club may require from time to time. Detailed job descriptions for the Executive Committee positions are attached to these by-laws.

- a) The President shall lead the meeting.
- b) The Vice president shall lead in the absence of the President.
- c) The Treasurer shall submit a financial report in writing at each board meeting.
- d) The Secretary is to summarize the events of the LRHS Board meetings in the minutes and distribute within 5 days from conclusion of meeting.

Section 2 – ELECTION: The officers shall be appointed at the May meeting each year. Majority rules based on those present at the election. In the event of a tie, the executive officers to make final decision.

Section 3 – TERM OF OFFICE: The term of each administration begins August 1st and ends July 30th. The officers are elected yearly. If a vacancy occurs during a year, the remaining members of the Executive Committee shall elect a replacement at the next scheduled meeting.

ARTICLE 5: MOTIONS AND RESOLUTIONS

Section 1 – GENERAL: The Club shall consider no motion or resolution until it has been considered and recommended by the Executive Committee.

Section 2 – APPROVALS AND AUTHORIZATIONS: No motion or resolution will be adopted by the Club until approved by a majority of the executive board. The Executive Committee can authorize expenditures up to \$200.00, that are outside of the approved operating budget without a vote occurring; however, the board member making the expenditure must seek approval of President and President must seek approval of Vice President.

ARTICLE 6: PARLIAMENTARY AUTHORITY

Roberts Rules of Order shall govern the Booster Club in all cases which they are applicable and which they are not in conflict with these By-Laws.

ARTICLE 7: MONETARY RESPONSIBILITY

Section 1 – The Treasurer is the main person responsible for monies. Monthly reports will be provided to executive committee showing all transactions for the month.

Section 2- Three (3) people will be put on the bank account. The 3 are the Treasurer, President and Concessions.

Section 3 – Credit cards to be issued to 3 people on account. All receipts for charges are required to be handed in to Treasurer within a month of charge.

Section 4 – Written grant requests must be completed prior to any donation being approved. Grants will be voted on at the monthly meetings on a majority ruling. All grants for students organizations including sports, arts and clubs must be paid through the Long Reach High School business manager. Grant requests can only be approved for LRHS organizations or students/staff who are serving as a representative for LRHS.

ARTICLE 8: BY-LAWS ACCEPTANCE AND AMENDMENTS

Section 1 – AMENDMENTS: Amendments to the By-Laws shall require a plurality vote of the members at a scheduled board meeting. All proposed amendments shall be presented to the Executive Committee at least 30 days prior to the vote to amend the by-laws.

Section 2 – BY-LAWS ACCEPTANCE: Acceptance of these By-Laws will be by a plurality of the voting members. These By-Laws will be considered effective immediately upon their acceptance and will supersede all previously accepted By-Laws and Amendments.

Board of Directors

President

The President shall oversee the general welfare of the organization. He/She will be a representative with the administration on behalf of the Boosters. The President will run all monthly meetings and work with all board members to ensure all responsibilities are met. The President shall conduct a minimum of two audits a year of the treasurer's books.

Vice President

The Vice President will serve as President in his/her absence. The scholarship program and administration of any camps will be managed by the Vice President. The Vice President will assist the President with overseeing the success of all committees.

Treasurer

The Treasurer will oversee all monies of the organization. He/she will be in charge of the bank account and documenting all credits and debits in quickbooks. The Treasurer will report a monthly report at the

meeting showing all deposits and expenses and also make sure any tax reports are filed. The Treasurer will pay and distribute all accounts payable in a timely manner and make all deposits on behalf of other committees. Treasurer to keep record of any cash boxes out to committees and ensure they are accounted for by end of the year.

Secretary

The Secretary will take minutes at all meetings. Minutes are to be typed and shared with all board members within one week of meeting. The meetings will be posted in the google docs folder which is shared with all board members.

Membership

The membership chair(s) will collect all memberships for the organization. Memberships will be sold at the school's main events. The membership chairs will also coordinate teacher memberships with administration. All memberships will be maintained in the Club's current database. The membership committee is to work with coaches and club sponsors to get a list of all parents of their students for the database. Membership is to coordinate any gifts on behalf of membership. Membership chairs to assist with marketing and fundraising on any opportunities for membership events or sponsorships.

Fundraiser:

Fundraiser chair to oversee all fundraising goals of organization other than concessions and spiritwear. Fundraising chair to serve as chair of the annual Booster fundraiser. He/she should develop committee chairs and volunteers to oversee success of annual fundraising event. Fundraising chair is responsible for reporting all revenues and expenses to the Treasurer. Fundraising chair is to also assist with any other opportunities for fundraising.

Concessions:

Concession chair(s) to oversee all operations of concession throughout the year. Concession chairs to purchase all items, inventory as needed and coordinate volunteer schedule through sign-up genius. Concession chairs to coordinate trained openers and coordinate all monies between openers and treasurer. Spreadsheet reports should be maintained for income per event, items purchased and volunteer contributions by organizations.

Spiritwear:

Spiritwear chair(s) to oversee all sales of spiritwear merchandise at events and through our online store. Spiritwear chairs place all necessary orders for items under the approved annual budget. All monies collected should be given to the treasurer for deposit. All reports of credit card sales through the Booster's website and POS (point of sale) should be shared with the Treasurer. He/She will also be the administrator for the online store; maintain inventory, prices, and available items through current store with Square.

Marketing:

Marketing chair to oversee all marketing efforts of the organization. He/she to serve as administrator of website CMS and all social media; such as, Facebook and Twitter. He/she shall respond to all messages received through digital marketing efforts and alert the President of any issues that arise. Marketing

chair to assist other board members on their marketing efforts for memberships, spiritwear sales, volunteer needs and all fundraising.

Past President:

The Past President is to assist the President with any transitions from the previous year. He/she is to assist the president with mentoring any board members in their new positions. He/she is to ensure that all previous administrative responsibilities are passed on to the new President. The Past President shall oversee any elections for board positions as needed.

